

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

Small PHA Plan Update
Annual Plan for Fiscal Year: 2001
5-Year Plan for Fiscal Years: 2001-2005

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

PHA Plan Agency Identification

PHA Name: *Housing Authority of the City of Alamogordo*

PHA Number: *NM004*

PHA Fiscal Year Beginning: *07/2001*

PHA Plan Contact Information:

Name: *Cheryl Town*

Phone: *(505) 437-5621 ext. 16*

TDD:

Email (if available): ctown@ci.alamogordo.nm.us

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting:
(select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☒ Main administrative office of the local, county or State government
- ☒ Public library
- ☐ PHA website
- ☒ Other (list below)
City Hall

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☒ Other - Alamogordo City Library

PHA Programs Administered:

- ☒ Public Housing and Section 8 ☐ Section 8 Only ☐ Public Housing Only

Annual PHA Plan Fiscal Year 2001

[24 CFR Part 903.7]

i. Table of Contents

Provide a table of contents for the Plan, including attachments, and a list of supporting documents available for public inspection. For Attachments, indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

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<input checked="" type="checkbox"/> Other: Attachment G: Pet Policy	

ii. Executive Summary

[24 CFR Part 903.7 9 (r)]

At PHA option, provide a brief overview of the information in the Annual Plan

Not included, per HUD instructions.

1. Summary of Policy or Program Changes for the Upcoming Year

In this section, briefly describe changes in policies or programs discussed in last year's PHA Plan that are not covered in other sections of this Update.

The Pet Policy was approved by the Housing Authority Board and incorporated into the Admissions and Continued Occupancy Policy in January 2001. See Attachment G.

2. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions: Section 8 only PHAs are not required to complete this component.

A. ☒ Yes ☐ No: Is the PHA eligible to participate in the CFP in the fiscal year covered by this PHA Plan?

B. What is the amount of the PHA's estimated or actual (if known) Capital Fund Program grant for the upcoming year? *\$551,460.00*

C. ☒ Yes ☐ No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete the rest of Component 7. If no, skip to next component.

D. Capital Fund Program Grant Submissions

(1) Capital Fund Program 5-Year Action Plan

The Capital Fund Program 5-Year Action Plan is provided as Attachment C.

(2) Capital Fund Program Annual Statement

The Capital Fund Program Annual Statement is provided as Attachment B.

3. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability: Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If "No", skip to next component ; if "yes", complete one activity description for each development.)

2. Activity Description

Demolition/Disposition Activity Description (Not including Activities Associated with HOPE VI or Conversion Activities)	
1a. Development name:	
1b. Development (project) number:	
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>	
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>	
5. Number of units affected:	
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development	
7. Relocation resources (select all that apply) <input type="checkbox"/> Section 8 for units <input type="checkbox"/> Public housing for units <input type="checkbox"/> Preference for admission to other public housing or section 8 <input type="checkbox"/> Other housing for units (describe below)	
8. Timeline for activity: a. Actual or projected start date of activity: b. Actual or projected start date of relocation activities: c. Projected end date of activity:	

4. Voucher Homeownership Program

[24 CFR Part 903.7 9 (k)]

- A. ☐ Yes ☒ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to next component; if “yes”, describe each program using the table below (copy and complete questions for each program identified.)

B. Capacity of the PHA to Administer a Section 8 Homeownership Program

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- ☐ Establishing a minimum homeowner down payment requirement of at least 3 percent and requiring that at least 1 percent of the down payment comes from the family’s resources
- ☐ Requiring that financing for purchase of a home under its section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply

with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.

- ☐ Demonstrating that it has or will acquire other relevant experience (list PHA experience, or any other organization to be involved and its experience, below):

5. Safety and Crime Prevention: PHDEP Plan

[24 CFR Part 903.7 (m)]

Exemptions Section 8 Only PHAs may skip to the next component PHAs eligible for PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- A. ☒ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- B. What is the amount of the PHA's estimated or actual (if known) PHDEP grant for the upcoming year? \$57,492
- C. ☒ Yes ☐ No Does the PHA plan to participate in the PHDEP in the upcoming year? If yes, answer question D. If no, skip to next component.
- D. ☒ Yes ☐ No: *The PHDEP Plan is attached at Attachment D*

6. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board (RAB) Recommendations and PHA Response

1. ☒ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board's?
2. If yes, the comments are addressed at # 3 below.
3. In what manner did the PHA address those comments? (select all that apply)
- ☐ The PHA changed portions of the PHA Plan in response to comments
A list of these changes is included
☐ Yes ☐ No: below or
☐ Yes ☐ No: at the end of the RAB Comments in Attachment ____.
- ☐ Considered comments, but determined that no changes to the PHA Plan were necessary. An explanation of the PHA's consideration is included at the end of the RAB Comments in Attachment ____.
- ☒ Other: *Residents requests for small storage units for efficiency apartments in 4-1 addressed in FY 2003 capital funds budget (Attachment B-7).*

B. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: *State of New Mexico*
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
 - ☒ Area of operation: *Otero County*
 - ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan.
 - ☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
 - ☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
 - ☒ Activities to be undertaken by the PHA in the coming year are consistent with specific initiatives contained in the Consolidated Plan. (list such initiatives below)

The PHA will conduct the following activities:

1. *Install water and gas meters.*
2. *Install water meters.*
3. *Upgrade electrical system.*
4. *Upgrade multi-purpose centers.*
5. *Reroof units.*
6. *Install new bathroom sinks/cabinets.*

3. PHA Requests for support from the Consolidated Plan Agency

- ☒ Yes ☐ No: Does the PHA request financial or other support from the State or local government agency in order to meet the needs of its public housing residents or inventory? If yes, please list the 5 most important requests below:

The CDBG Program operated through the State of New Mexico has assisted with PHA projects in 1998, 2000 and 2001. Because PHA funds can not be used for the required match, the City of Alamogordo General Fund has obligated funds to secure CDBG funding for the PHA.

Past projects have included: replace water and sewer lines, repair showers, install water and gas meters, new pavement, install fire hydrants and install backflow prevention cases.

The PHA is currently looking into other funding sources to meet our needs.

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

The PHA's projects are included in the City of Alamogordo's Five Year Infrastructure and Capital Improvement Plan (ICIP).

C. Criteria for Substantial Deviation and Significant Amendments

Implementation of the Pet Policy and community service.

1. Amendment and Deviation Definitions

24 CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

A. Substantial Deviation from the 5-year Plan: N/A

The positions for the FSS & PHDEP Coordinators were combined into one position until these programs are expanded and a need for more staff is identified.

B. Significant Amendment or Modification to the Annual Plan:

The Pet Policy was approved and implemented. Plans for the CFP were changed due to unknown electrical problems that have surfaced.

Attachment A
Supporting Documents Available for Review

PHAs are to indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
☐	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
☐	State/Local Government Certification of Consistency with the Consolidated Plan (not required for this update)	5 Year and Annual Plans
☐	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
	Housing Needs Statement of the Consolidated Plan for the jurisdiction/s in which the PHA is located and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
☐	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
☐	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
N/A	Any policy governing occupancy of Police Officers in Public Housing <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Eligibility, Selection, and Admissions Policies
○	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
○	Public housing rent determination policies, including the method for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
○	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
○	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
○	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
○	Results of latest binding Public Housing Assessment System (PHAS) Assessment	Annual Plan: Management and Operations
○	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
N/A	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
N/A	Any required policies governing any Section 8 special housing types <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
○	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
○	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
○	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for any active grant year	Annual Plan: Capital Needs
○	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing §504 of the Rehabilitation Act and the Americans with Disabilities Act. See, PIH 99-52 (HA).	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937	Annual Plan: Conversion of Public Housing
☐	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program (section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
N/A	Cooperation agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies	Annual Plan: Community Service & Self-Sufficiency
☐	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
☐	Section 3 documentation required by 24 CFR Part 135, Subpart E	Annual Plan: Community Service & Self-Sufficiency
☐	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
☐	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report	Annual Plan: Safety and Crime Prevention

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
○	PHDEP-related documentation: <ul style="list-style-type: none"> · Baseline law enforcement services for public housing developments assisted under the PHDEP plan; · Consortium agreement/s between the PHAs participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHAs participating in a consortium as specified under 24 CFR 761.15); · Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities; · Coordination with other law enforcement efforts; · Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and · All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP Plan. 	Annual Plan: Safety and Crime Prevention
○	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G) <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Pet Policy
○	The results of the most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: Housing Authority of the City of Alamogordo		Grant Type and Number Capital Fund Program: NM02P00450100 Capital Fund Program Replacement Housing Factor Grant No:		Federal FY of Grant: <div style="text-align: center; font-weight: bold; font-size: 1.2em;">2000</div>	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)					
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/00 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0			
2	1406 Operations	61,500		NULL REPORT	
3	1408 Management Improvements	0			
4	1410 Administration	0			
5	1411 Audit	0			
6	1415 liquidated Damages	0			
7	1430 Fees and Costs	30,041			
8	1440 Site Acquisition	0			
9	1450 Site Improvement	85,000			
10	1460 Dwelling Structures	58,177			
11	1465.1 Dwelling Equipment—Nonexpendable	17,000			
12	1470 Nondwelling Structures	169,775			
13	1475 Nondwelling Equipment	0			
14	1485 Demolition	0			
15	1490 Replacement Reserve	0			
16	1492 Moving to Work Demonstration	0			
17	1495.1 Relocation Costs	0			
18	1498 Mod Used for Development	0			
19	1502 Contingency	0			

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Housing Authority of the City of Alamogordo		Grant Type and Number Capital Fund Program: NM02P00450100 Capital Fund Program Replacement Housing Factor Grant No:			Federal FY of Grant: <div style="text-align: center; font-weight: bold;">2000</div>
<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/00 </div> <div> <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Final Performance and Evaluation Report </div> <div> <input type="checkbox"/> Revised Annual Statement (revision no:) </div> </div>					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
20	Amount of Annual Grant: (sum of lines 2-19)	421,493			
21	Amount of line 20 Related to LBP Activities	0			
22	Amount of line 20 Related to Section 504 Compliance	0			
23	Amount of line 20 Related to Security	25,000			
24	Amount of line 20 Related to Energy Conservation Measures	0			

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Housing Authority of the City of Alamogordo		Grant Type and Number Capital Fund Program #: NM02P00450100 Capital Fund Program Replacement Housing Factor #:				Federal FY of Grant: 2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	Operations	1406		61,500		0.00	0.00	
	Hire architect	1430		30,041				
4-2	Site fencing	1450		54,930		0.00	0.00	
	Landscape common areas	1450		40,000		0.00	0.00	
						0.00	0.00	

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: Housing Authority of the City of Alamogordo			Grant Type and Number Capital Fund Program #: NM02P00450100 Capital Fund Program Replacement Housing Factor #:				Federal FY of Grant: 2000
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA-Wide	01/01	02/01		04/01	04/03		Personnel changes; capacity building.
4-1	02/01	04/02		01/02	04/03		
4-1	02/01	04/02		01/02	04/03		

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Housing Authority of the City of Alamogordo		Grant Type and Number Capital Fund Program Grant No: NM02P00450101 Replacement Housing Factor Grant No:			Federal FY of Grant: <div style="text-align: center; font-weight: bold;">2001</div>
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)					
<input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	46,593			
3	1408 Management Improvements				
4	1410 Administration	1,000			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	35,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	110,930			
10	1460 Dwelling Structures	166,577			
11	1465.1 Dwelling Equipment—Nonexpendable	26,500			
12	1470 Nondwelling Structures	80,762			
13	1475 Nondwelling Equipment	30,000			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency	54,098			

Annual Statement/Performance and Evaluation Report**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary**

PHA Name: Housing Authority of the City of Alamogordo		Grant Type and Number Capital Fund Program Grant No: NM02P00450101 Replacement Housing Factor Grant No:		Federal FY of Grant: 2001	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
21	Amount of Annual Grant: (sum of lines 2 – 20)	551,460			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs	9,800			
25	Amount of Line 21 Related to Security – Hard Costs	54,930			
26	Amount of line 21 Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Housing Authority of the City of Alamogordo		Grant Type and Number Capital Fund Program Grant No: NM02P00450101 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	Operations	1406		46,593				
	Ads and print	1410		1,000				
	A & E	1430		35,000				
4-1	Ext/Int/Storm doors; hardware	1460		19,761				
	Install new bathroom sink cabinets	1460		28,000				
	Reroofing of units	1460		15,023				
	Tub repair	1460		1,500				
	Appliance replacement	1465.1		5,000				
	Smoke detector replacement	1460		1,500				
	Hot water heater replacement	1460		2,500				
	Multipurpose upgrade*	1470		5,000				
	Contingency	1502		27,049				

*Needed upgrade includes: replace worn tile, install carpet, new paint inside & out, install security features.

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Housing Authority of the City of Alamogordo		Grant Type and Number Capital Fund Program Grant No: NM02P00450101 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
4-2	Sidewalk Repair	1450		10,000				
	Landscape common areas	1450		40,000				
	Site fencing	1450		54,930				
	Paving and admin maintenance	1450		6,000				
	Reroof dwelling units	1460		19,477				
	Ext/Int/Storm doors; hardware	1460		19,816				
	Install new bathroom sink cabinets	1460		60,000				
	Tub repair	1460		3,000				
	Appliance replacement	1465.1		10,000				
	Smoke detector replacement	1460		1,500				
	Hot water heater replacement	1460		6,000				
	Admin building addition and repairs	1470		75,762				
	Office furniture and equipment	1475.1		30,000				
	Contingency	1502		27,049				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Housing Authority of the City of Alamogordo		Grant Type and Number Capital Fund Program Grant No: NM02P00450101 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name: Housing Authority of the City of Alamogordo		Grant Type and Number Capital Fund Program No: NM02P00450101 Replacement Housing Factor No:					Federal FY of Grant: 2001	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
HA-Wide	03/31/02			12/31/04				
4-1	03/31/02			12/31/04				
4-2	03/31/02			12/31/04				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name: Housing Authority of the City of Alamogordo		Grant Type and Number Capital Fund Program No: NM02P00450101 Replacement Housing Factor No:				Federal FY of Grant: 2001	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name Housing Authority of the City of Alamogordo		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:			
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: PHA FY: 2002	Work Statement for Year 3 FFY Grant: PHA FY: 2003	Work Statement for Year 4 FFY Grant: PHA FY: 2004	Work Statement for Year 5 FFY Grant: PHA FY: 2005
	Annual Statement				
HA-Wide		161,541	188,791	138,993	202,400
4-1		75,423	145,680	245,000	100,000
4-2		174,550	108,000	78,515	100,000
CFP Funds Listed for 5-year planning		411,514	442,471	462,508	402,400
Replacement Housing Factor Funds					

Part II: Supporting Pages—Work Activities

Small PHA Plan Page 24
Table Library

Part II: Supporting Pages—Work Activities

Small PHA Plan Page 25
Table Library

PHA Public Housing Drug Elimination Program Plan

Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.

Section 1: General Information/History

A. Amount of PHDEP Grant \$ 57,492

B. Eligibility type (Indicate with an “x”) N1 _____ N2 _____ R

C. FFY in which funding is requested 2001

D. Executive Summary of Annual PHDEP Plan

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

E. Target Areas

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area. Unit count information should be consistent with that available in PIC.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
Alta Vista	70	213
Plaza Hacienda	150	317

F. Duration of Program

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an “x” to indicate the length of program by # of months. For “Other”, identify the # of months).

12 Months _____ **18 Months** _____ **24 Months** _____

G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an “x” by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. The Fund Balances should reflect the balance as of Date of Submission of the PHDEP Plan. The Grant Term End Date should include any HUD-approved extensions or waivers. For grant extensions received, place “GE” in column or “W” for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Grant Start Date	Grant Term End Date
FY 1995	110,000	NM02DEP 004 0195	0	None		
FY 1996	0	N/A	0	N/A	N/A	N/A
FY 1997	66,000	NM02DEP 004 0197	0	None	11/26/07	11/26/99
FY1998	67,500	NM02DEP 004 0198	0	6/30/01	12/16/98	12/14/00
FY 1999	58,226	NM02DEP 004 0099	0	None	12/16/99	12/15/01
FY2000	55,472	NM02DEP 004 0200	55,472	None	9/5/00	9/4/02

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

The PHA plans to expand its fencing project designed to deter the number of crimes related to egress and access problems. PHA will partner with the Boys' and Girls' Club and Big Brothers / Big Sisters to feature youth programs designed to curb the idle use of after school hours and summer vacation time, and implement age-appropriate drug awareness activities. Two Learning Centers will expand the computer labs and feature Internet access for resident families looking for employment and skill training in order to pursue self-sufficiency goals. Adult Basic Education classes from the New Mexico State University-Alamogordo will continue to be featured at one of the Learning Centers. The City's Recreation Center will provide transportation for youth and family cultural endeavors such as job fairs, museums and recreational outings.

B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

FFY 2001 PHDEP Budget Summary	
Original statement	
Revised statement dated:	
Budget Line Item	Total Funding
9110 – Reimbursement of Law Enforcement	2,020
9115 - Special Initiative	
9116 - Gun Buyback TA Match	
9120 - Security Personnel	
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	12,580
9160 - Drug Prevention	13,000
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	29,892
TOTAL PHDEP FUNDING	57,492

C. PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

9110 – Reimbursement of Law Enforcement						Total PHDEP Funding: \$ 2,020	
Goal(s): Enhance compliance with Zero Tolerance Policy with regard to drugs.							
Objectives: Provide more comprehensive and expeditious police background check of applicants and tenants at re-exam.							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/ Source)	Performance Indicators
1. Automated background check			01/02	12/02	2,020		Resident safety/satisfaction indicators.
2.							Character of tenant.
3.							
9115 - Special Initiative						Total PHDEP Funding: \$	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/ Source)	Performance Indicators
1.							
2.							
3.							
9116 - Gun Buyback TA Match						Total PHDEP Funding: \$	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9120 - Security Personnel					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9130 – Employment of Investigators					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9140 – Voluntary Tenant Patrol					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9150 - Physical Improvements					Total PHDEP Funding: \$ 12,580		
Goal(s): Phase I of fencing project at 4-1 complex.							
Objectives: Enhance property and provide barriers to decrease potential drug trafficking.							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.A&E services to develop plans/specs for physical work; bidding process; administer contract; conduct inspections. Project to be coordinated with capital funds.			01/02	12/02	\$12,580	33,423 (CFP)	State/local code compliance
2.							
3.							

9160 - Drug Prevention					Total PHDEP Funding: \$ 13,000		
Goal(s): Provide hands-on learning experiences and youth leadership training related to drug elimination.							
Objectives: Augment adult supervised activities and foster caring relationships between youth and adults.							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Computer activities	140	500	03/02	12/02	800	11,000 NMSU-A In kind	Number of users
2. Field trips	100	213	03/02	12/02	1,500		Attendance, parent response
3. Outdoor games	100	213	03/02	12/02	2,000		Number of participants
4. Adult Basic Education	20	275	03/02	12/02			
5. Role playing/modeling healthy life styles and refusal conversations	100	213	03/02	12/02			Quality of response
6. Anti-drug videos	100	213	03/02	12/02			Number of viewers
7. Arts and crafts	100	213	03/02	12/02	1,500	640 BB/BS In Kind	Number/quality of projects completed
8. Basic computer skills for work processing & academic enrichment	75	473	09/02	12/02	7,200		Number hours/skills achieved
9. After school tutoring	100	213	06/02	12/02			Number hours/mentors participating; improved grades

9170 - Drug Intervention					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9180 - Drug Treatment					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9190 - Other Program Costs					Total PHDEP Funds: \$ 29,892		
Goal(s): Foster continuity in the operation and management of an effective long-term drug elimination program.							
Objectives: Employ efficient, dedicated staff to oversee and lead the activities.							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. PHDEP Coordinator			03/02	12/02	23,296		Employee evaluation
2. Office supplies			03/02	12/02	3,500		N/A
3.Telephone			03/02	12/02	1,200		N/A
4. Printing			03/02	12/02	1,896		N/A

Attachment E: Resident Member on the PHA Governing Board

1. ☒ Yes ☐ No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board: *Mr. Eugene Everett*

B. How was the resident board member selected: (select one)?

- ☐ Elected
☒ Appointed

C. The term of appointment is (include the date term expires): *April 25, 2002*

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

- ☐ the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis
☐ the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.
☐ Other (explain):

B. Date of next term expiration of a governing board member:

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position):

Donald E. Carroll, Mayor

Stephen Easley, City Commissioner

Donald Cooper, City Commissioner

John VanDoren, City Commissioner

Ed Cole, City Commissioner

Ron Griggs, City Commissioner

Inez Moncada, City Commissioner

Attachment F : Membership of the Resident Advisory Board or Boards

List members of the Resident Advisory Board or Boards: *In accordance with HUD Field Office instructions and PIH Notice 2001-3, the entire tenancy is appointed.*

Attachment F : **Pet Ownership Policy**

- A. The purpose of this policy is to establish the Housing Authority of the City of Alamogordo's policy and procedures for ownership of pets in family complexes and to insure that no applicant or resident is discriminated against regarding admission or continued occupancy because of ownership of pets. It also establishes reasonable rules governing the keeping of common household pets.
- B. Section 207 of the Housing and Urban-Rural Act of 1983 provides for the ownership of common household pets in federally assisted rental housing units designated for occupancy by elderly and handicapped residents. HUD provision for the act is outlined in 24 CFR Part 5, Subpart C. Previous policy regarding pet ownership by elderly and disabled residents is hereby incorporated into this policy.
- C. In accordance with Section 31 of the United States Housing Act of 1937, HUD provides further guidelines at 24 CFR 960, Subpart G. Guidelines at Subpart G are provided for use in establishing policy for pet ownership by residents of public housing not covered by 24 CFR Part 5. Policy for residents other than elderly and handicapped shall become effective January 1, 2001.

28.1 EXCLUSIONS

- A. This policy does not apply to animals that are used to assist persons with disabilities. Animals that assist disabled residents are allowed in all public housing facilities without restriction other than those imposed on all tenants to maintain their dwelling and associated facilities in a decent, safe, and sanitary manner, and to refrain from disturbing their neighbors.

28.2 AUTHORIZATION FOR PET OWNERSHIP

- A. Residents must have prior written approval and registration authorization from the Alamogordo Housing Authority before bringing a pet onto the premises. Residents shall request approval by completing the Authorization for Pet Ownership form available at the Housing office, and by providing the documentation required below.
- B. *Registration of pets must include the following:*
 - 1. A certificate signed by a licensed veterinarian or state/local authority that the common household pet has received all inoculations required by state or local law, and that the pet has no communicable disease(s) and is pest-free.
 - 2. Certification (or other valid documentation) by a licensed veterinarian that the dog or cat has been spayed or neutered.
 - 3. Any license required by local law.
 - 4. A recognizable picture of the pet must be provided at time of registration. A fee

of \$5.00 will be charged by the Housing Authority to take a picture of the pet.

5. Name, address and phone number of Responsible Party who will care for pet in owner's absence.
- C. Registration must be renewed annually and will be coordinated with the annual recertification date. Proof of license and inoculation must be kept current – no more than 30 days between annual inoculation and recertification.
- D. Execution of an Authorization for Pet Ownership with the Alamogordo Housing Authority stating that the tenant acknowledges complete responsibility for the pet.
- E. Housing Authority approval and registration authorization will NOT be given and pets will NOT be allowed on the premises until all requirements have been met.
- F. No animal or pet may be kept in violation of humane or health laws.
- G. The Housing Authority will notify the owner in writing if registration of the pet is refused. The notification will state the reason for rejecting the pet (i.e., size, temperament, behavior, etc.).
- H. The Housing Authority will refuse to register a pet if:
 1. The pet is not a "common household pet" as defined in this policy,
 2. Keeping the pet would violate any portion of the Pet Ownership Policy
 3. The pet owner fails to provide complete pet registration information, or fails to update the registration annually,
 4. The Housing Authority reasonably determines that the pet owner is unable to keep the pet in compliance with the pet rules or other lease obligations. The pet's temperament and behavior may be considered as a factor in determining the pet owner's ability to comply with provisions of the lease.
- I. The notice of refusal may be combined with a notice of a pet violation.
- J. A resident who cares for another resident's pet must notify the Housing Authority and agree, in writing, to abide by all of the pet rules.

28.3 STANDARDS FOR PETS

- A. If an approved pet gives birth to a litter, the resident must remove all except one pet from the premises within twenty-four (24) hours.
- B. Housing Authority approval/authorization for each pet will be given on a year-by-year basis.

- C. No pet shall be allowed if it exceeds the weight and height limits for an adult pet.
- D. No dangerous, vicious, or intimidating animal or pet will be kept on the premises.
- E. No pet will be allowed in buildings designated for common use.
- F. No pets will be allowed in buildings at which there is no green space.
- G. No types of pets other than those listed below may be kept by a resident. The following types and qualifications are consistent with applicable state and local law.

*Tenants are not permitted to have more than one type of pet.

1. Dogs

Maximum number: 1
 Maximum adult weight:..... 20 pounds
 Maximum adult height..... 15 inches
 Must be housebroken.
 Must be spayed or neutered.
 Must have all required inoculations.
 Must be licensed as specified by state law and local ordinance.

2. Cats

Maximum number: 1
 Maximum adult weight:..... 20 pounds
 Maximum adult height..... 15 inches
 Front paws must be declawed.
 Must be spayed or neutered.
 Must have all required inoculations.
 Must be trained to use a litter box or other waste receptacle.
 Must be licensed as specified by state law and local ordinance.

3. Birds

Maximum number: 2
 Must be enclosed in a cage at all times.

4. Fish

Maximum aquarium size 20 gallons

Must be maintained on an approved stand.

5. Rodents (rabbit, guinea pig, hamster, or gerbil ONLY)

Maximum number 1

Must be enclosed in an acceptable cage at all times.
 Must have any and all inoculations as specified now or in the future by state law or local ordinance.

6. Turtles

Maximum number1

Must be enclosed in an acceptable cage or container at all times.

7. Lizards

Maximum number1

Must be vegetarian.

Must be enclosed in an acceptable cage or container at all times.

28.4 PETS TEMPORARILY ON THE PREMISES

- A. All animals and/or pets not owned by residents, except service animals, are excluded from the premises.
- B. Residents are prohibited from feeding or harboring stray animals.
- C. This rule excludes visiting pet programs sponsored by a humane society or other non-profit organization and approved by the Housing Authority.
- D. State or local laws governing pets temporarily in dwelling accommodations shall prevail.

28.5 DESIGNATION OF PET FREE AREAS

- A. Certain areas are designated pet free areas; pets are not allowed in or around the following:
 - 1. Building and area immediately surrounding Alta Vista Learning Center.
 - 2. Building and area immediately surrounding Plaza Hacienda Learning Center.
 - 3. All newly landscaped areas in the Plaza Hacienda complex.
 - 4. Keep Alamogordo Beautiful project between 1st Street and Plaza Hacienda fence.

28.6 ADDITIONAL FEES AND DEPOSITS FOR PETS

- A. The pet owner will be responsible for all reasonable expenses directly related to the presence of the pet on the premises, including the cost of repairs and replacement in the apartment, and the cost of animal care facilities if needed. Such charges are due and payable with thirty (30) days of written notification.
- B. The Alamogordo Housing Authority will charge a non-refundable fee of \$50.00 for each household with a pet. This fee is to offset reasonable costs of site operation relating to the presence of pets.
- C. In addition, the Housing Authority will charge a refundable* pet deposit of \$200.00 for each household with a cat, dog, or rodent, and \$50.00 for household with a bird or one

20-gallon fish tank. This fee is intended to defray additional costs directly attributable to the presence of a household pet in the dwelling unit.

- D. In accordance with previous policy for the elderly and disabled, and for active participants in the FSS Program, the refundable pet deposit shall be \$100.00.
- E. The resident shall pay all fees and deposits in full before the Housing Authority will approve the request for pet ownership. There will be NO exceptions to this rule.
- F. The Alamogordo Housing Authority reserves the right to change or increase the required deposit by amendment to this policy.
- G. The refundable pet deposit will be placed in an escrow account. The Housing Authority will refund the unused portion of the deposit, plus any accrued interest, to the resident within a reasonable time after the resident moves or no longer owns or has a pet present in the dwelling unit.
- H. The deposit will be returned to the former tenant (or pet owner) or to the person designated by the former tenant in the event of the tenant's incapacity or death.
- I. The Housing Authority will provide the tenant or designee with a written list of any charges against the pet deposit. If the tenant disagrees with the amount charged, Public Housing staff will meet with the pet owner to discuss the charges.
- J. All reasonable expenses incurred by the Housing Authority as a result of damages directly attributable to the presence of a pet in the dwelling unit or complex will be the responsibility of the resident, including:
 - 1. The cost of repairs and replacements to the resident's dwelling unit;
 - 2. Fumigation of the dwelling unit;
 - 3. Common areas of the complex.
- K. The expense of eliminating flea infestation shall be the responsibility of the pet owner/resident.
- L. If the pet owner is a resident when such costs occur, the pet owner will be billed for such costs as a current charge.
- M. If such costs occur as a result of a vacate inspection, charges will be deducted from the pet deposit. The resident will be billed for any amount that exceeds the pet deposit.*

* Pet Deposit(s) (and/or non-refundable fees) are not a part of rent payable by the resident.

N. *A separate pet waste removal charge of \$25 per occurrence will be assessed against the resident for violation of the pet policy.*

O. Pet waste removal charges are not part of rent payable by the resident. Such charges are

"due and payable" when assessed. Failure to pay pet waste removal charges within twenty-four (24) hours of notification WILL result in eviction.

28.7 ALTERATIONS TO THE DWELLING UNIT

- A. Residents/pet owners shall not alter their unit, patio, porch, premises, or common areas to create an enclosure for any animal. Installation of pet doors is prohibited.

28.8 PET AREA RESTRICTIONS

- A. Pets must be maintained within the resident's apartment. Pets may NOT be tethered to clotheslines or clothesline poles. When outside the unit, dogs and cats must be kept on a leash or carried and under the control of the resident or other responsible individual at all times.
- B. The pet must be effectively restrained and under the control of a responsible person when passing through a common area, from the street to the apartment, etc.
- C. Pets are not permitted in common areas including lobbies, community rooms and laundry areas.
- D. *Pets may be exercised and permitted to relieve themselves in the following areas: 1) outside the fence that marks the east boundary of the Plaza Hacienda complex, and 2) in the immediate proximity of the designated dumpster area on the south side of the Alta Vista complex. It is the responsibility of the pet owner to remove and dispose of pet waste in all cases.*
- E. *Residents/pet owners are not permitted to exercise pets or to permit pets to deposit waste on complex' premises outside the areas designated for such purposes. It is the responsibility of the pet owner to remove and dispose of pet waste in all cases.*

28.9 NOISE

- A. Pet owners must agree to control the noise of pets so that such noise does not constitute a nuisance to other residents or interrupt their peaceful enjoyment of their home or premises. This includes, but is not limited to:
 - 1. Loud or continuous barking;
 - 2. Howling;
 - 3. Whining;
 - 4. Biting;
 - 5. Scratching;
 - 6. Chirping.

- B. Pet owners who do not control the noise listed above, will be in violation of this policy and of their lease. The Housing Authority WILL take action to terminate the lease if the pet owner does not control the pet's behavior.

28.10 CLEANLINESS REQUIREMENTS

- A. Litter Box Requirements: all animal waste in the home shall be picked up/removed immediately. the litter from litter boxes shall be picked up/emptied daily by the pet owner, disposed of in heavy, sealed plastic trash bags, and placed in a trash container immediately.
 - 1. Litter shall NOT be disposed of by being flushed through a toilet.
 - 2. Litter boxes shall be stored inside the resident's dwelling unit.
- B. Removal of Waste from Other Locations: It is the responsibility of the pet owner to remove and dispose of pet waste in all cases. The resident/pet owner shall be responsible for the removal of waste from any animal or pet animal exercise area by placing it in a sealed plastic bag and disposing of it in an outside trash bin immediately.
- C. Any unit occupied by a dog, cat, or rodent will be fumigated at the time the unit is vacated. The charge for this service will be deducted from the pet deposit.
- D. The pet owner will take adequate precautions to eliminate any animal or pet odors within or around the unit and to maintain the apartment in a sanitary condition at all times.
- E. All pets are to be fed inside the apartment. Feeding is NOT allowed on porches, side-walks, patios or other outside areas.
- F. Tenants are prohibited from feeding stray animals.
- G. The feeding of stray animals will constitute having a pet without permission of the Housing Authority.

28.11 PET CARE

- A. No pet (excluding fish) will be left unattended in any dwelling unit for a period in excess of twenty-four (24) hours.
- B. All pet owners are responsible for adequate care, nutrition, exercise and medical attention for the pet.
- C. Residents/pet owners must recognize that other residents may have chemical sensitivities or allergies related to pets, or may be easily frightened or disoriented by animals. Pet owners agree to exercise courtesy with respect to other residents.

28.12 RESPONSIBLE PARTY

A. The pet owner/resident will be required to designate a responsible party for the care of the pet if the health or safety of the pet is threatened by the death or incapacity of the pet owner, or by other factors that render the pet owner unable to care for the pet.

28.13 INSPECTIONS

- A. The Housing Authority may, after reasonable notice to the tenant during reasonable hours, enter and inspect the premises, in addition to other inspections allowed.
- B. The Housing Authority (or its designee) may enter without prior notice and inspect the unit if a written complaint is received alleging the conduct or condition of the pet in the unit is a violation of, or constitutes a nuisance or threat to the health or safety of the other occupants or other persons in the community under applicable state or local law.
- C. Scheduled inspections: it is the responsibility of the pet owner of a dog or cat to make arrangements to be present at all scheduled inspections. Failure to comply with this policy after two inspection attempts will constitute a violation of this policy and the dwelling lease, and may result in the removal of the pet or termination of the lease.

28.14 PET RULE VIOLATION NOTICE

- A. The authorization for a pet may be revoked at any time subject to the Housing Authority's Grievance Procedure Policy if the pet becomes destructive or a nuisance to others, or if the tenant fails to comply with this policy.
- B. Residents who violate these rules are subject to:
 - 1. Mandatory removal of the pet from the premises within thirty (30) days of notice by the Housing Authority; or, if for a threat to health and safety, removal within twenty-four (24) hours of notice.
 - 2. Lease termination proceedings.
- C. If a determination is made on objective facts supported by written statements, that a resident/pet owner has violated the Pet Ownership Policy, written notice will be served.
- D. The notice will contain a brief statement of the factual basis for the determination and the pet rule(s) which were violated. The notice will also state:
 - 1. that the resident/pet owner has (24 hours/30days) from the effective date of the service of the notice to correct the violation or make *written* request for a meeting to discuss the violation;

2. that the resident pet owner is entitled to be accompanied by another person of choice at the meeting; and
 3. that the resident/pet owner's failure to correct the violation, request a meeting, or appear at a requested meeting may result in initiation of procedures to terminate the pet owner's lease.
- E. If the pet owner requests a meeting within the proscribed time frame, the meeting will be scheduled:
1. within twenty-four (24) hours for health/safety violations; or
 2. no later than the effective date of recourse specified in the notice for other violations unless the pet owner agrees to a later date in writing.

28.15 NOTICE FOR PET REMOVAL

- A. If the resident/pet owner and the Housing Authority are unable to resolve the violation at the meeting or the pet owner fails to correct the violation in the time period allotted by the Housing Authority, the Housing Authority may serve notice to remove the pet. The Notice for Pet Removal shall contain:
1. A brief statement of the factual basis for the Housing Authority's determination of the pet rule that has been violated;
 2. The requirement that the resident/pet owner must remove the pet within (number of hours or days, depending on violation); and
 3. A statement that failure to remove the pet may result in the initiation of termination of lease procedures.

28.16 TERMINATION OF LEASE

- A. The Housing Authority may initiate procedures for termination of lease based on a pet rule violation if:
1. The pet owner has failed to remove the pet or correct a pet rule violation within the specified time period; and
 2. The pet rule violation is sufficient to begin procedures to terminate tenancy under terms of the lease.

28.17 PET REMOVAL

- A. If the death or incapacity of the pet owner threatens the health or safety of the pet, or other factors occur that render the owner unable to care for the pet, the situation will

be reported to the Responsible Party designated by the resident/pet owner. This includes pets who are poorly cared for or have been left unattended (excluding fish) for over twenty-four (24) hours.

- B. If the Responsible Party is unwilling or unable to care for the pet, or if the Housing Authority, after reasonable efforts cannot contact the Responsible Party, the Housing Authority may contact the appropriate state or local agency and request the removal of the pet, and/or the placement of the pet in an appropriate facility for up to thirty (30) days. If no solution is reached within 30 days, the Housing Authority may donate the pet to a humane society. Cost of this professional care will be borne by the pet owner.
- C. If the pet is removed as a result of any aggressive act on the part of the pet, under no circumstance will the pet be allowed back on the premises.

28.18 EMERGENCIES

- A. The Housing Authority will take all necessary steps to insure that pets that become vicious, display symptoms of severe illness, or demonstrate behavior that constitutes an immediate threat to the health or safety of others are referred to the appropriate state or local entity authorized to remove such animals.
- B. If it is necessary for the Housing Authority to place the pet in a shelter facility, the cost will be the responsibility of the resident/pet owner.

This Pet Ownership Policy is incorporated by reference into the dwelling lease signed by the resident. Any violation of the above policy will be grounds for termination of the lease. ***

REQUEST AND AUTHORIZATION FOR PET OWNERSHIP

Date of Request _____

Tenant Name _____

Address _____

Type of Pet _____

Name of Pet _____

Photo of Pet Supplied Yes ☐ No ☐

Veterinarian _____

Veterinarian Address _____

Veterinarian Phone Number _____

Date of Certification of General Health of pet by veterinarian:

FOR CATS AND DOGS

Date of Rabies Shot _____

Valid Rabies tag expiration date _____

City tags expiration date _____

Date spayed or neutered _____

REGISTRATION AUTHORIZATION IS:

APPROVED _____

DENIED

I, _____ have read and understand all provisions of the Pet Ownership Policy of the Housing Authority of the City of Alamogordo. I understand that I am personally liable for the actions of my pet. Furthermore, I agree to incorporate this document and the provisions of the Pet Ownership Policy as an amendment to my current Dwelling Lease agreement.

I understand that this authorization is good for one year only, and must be renewed at recertification.

Executed this _____ day of _____, 20 ____.

(Tenant signature)

(Date)

(PHA Representative signature)

(Date)

**THIS REGISTRATION AUTHORIZATION MUST BE DISPLAYED INSIDE THE WINDOW
CLOSEST TO THE FRONT DOOR OF THE PET OWNER RESIDENCE**

DESIGNATION OF RESPONSIBLE PARTY

The individual listed below has agreed to act as responsible party for the care of my pet should it become necessary:

Responsible Party Name _____

Responsible Party Address _____

Responsible Party Phone _____

Signature of Responsible Party

Signature of Pet Owner

***THIS REQUEST AND AUTHORIZATION SHALL SERVE AS OFFICIAL REGISTRATION OF ALL PETS
AND BECOME PART OF THE PET OWNER'S PERMANENT TENANT FILE.***